

User Manual

Kansas Treasury Offset Program (KTOP)

revised 12/2014

Path: Home Page > Creditor Agencies > Search for Creditor Agencies > [enter Creditor Agency Number]
Search Agencies > Request modification of the creditor agency record > [modify information]
Request Modify

CREDITOR AGENCY PROFILE UPDATING

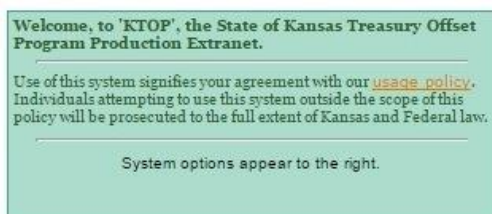
Each creditor agency has detailed record information in KTOP. Any time a creditor agency has a change to their name, sub-department, website, general contact information, notification contact information, and/or transfer contact information, a user with permission to view the agency can request a modification. Below is a description of what each contact is used for. Agencies can use the same person for two or all three contacts, or different people for each.

General Contact	Will be used as primary contact information and will receive basic correspondence sent out by KTOP
Notification Contact	Will be printed on letters to debtors sent by KTOP IT IS RECOMMENDED THAT AGENCIES USE SOMETHING GENERIC SUCH AS “Business Office”, AS THIS INFORMATION WILL BE GIVEN TO DEBTORS.
Transfer Contact	Will receive information regarding payments intercepted and sent to the creditor agency for debts

TO MODIFY A CREDITOR AGENCY PROFILE:

1. On the Home Page, click on Creditor Agencies.

Home Page



You Are: Kansas Treasury Offset Program [modify your profile]

User Manual

Kansas Treasury Offset Program (KTOP)

revised 12/2014


2. Click on [Search for Creditor Agencies](#).

CREDITOR AGENCIES MAIN MENU

The KTOP system is responsible for returning monies owed them to governmental entities termed Creditor Agencies. From this menu processes can be performed against these agency records. To the right are links to these functions.

System options appear to the right.

 **Search for Creditor Agencies**
... find creditor agency records using various criteria ...

 **Input New Debts**
... add new debts to the database ...

 **Uncertified Debt Entries**
... find currently uncertified debts using various criteria ...

 **Uncertified Adjustments List**
... list all adjustments that have not yet been applied ...

 **Transfers Table**
... transfers table access ...

3. The Creditor Agency Search Criteria screen will appear:

CREDITOR AGENCY SEARCH CRITERIA

The KTOP system database includes a table containing a record for every creditor agency. Shown below are several criteria for searching the table. You may enter information in any or all of the fields for searching.

I want to create a ☒ list of records ☐ downloadable file

Creditor Agency Number:	<input style="width: 100%;" type="text"/>
Creditor Agency Name:	<input style="width: 100%;" type="text"/>
	Search <input checked="" type="radio"/> from start of name field <input type="radio"/> anywhere in name field
State Agency Number:	... Do not search based on agency number ... ▼
General Contact Name:	<input style="width: 100%;" type="text"/>
	<small>will locate entry anywhere in the name field</small>
General Contact eMail:	<input style="width: 100%;" type="text"/>
	<small>will locate entry anywhere in the email field</small>
Notification Contact Name:	<input style="width: 100%;" type="text"/>
	<small>will locate entry anywhere in the name field</small>
Notification Contact eMail:	<input style="width: 100%;" type="text"/>
	<small>will locate entry anywhere in the email field</small>
Transfer Contact eMail:	<input style="width: 100%;" type="text"/>
	<small>will locate entry anywhere in the email field</small>

Include agencies that are:

☒ Active Only ☐ Non-Active Only ☐ Both

☐ State Agencies Only ☐ Non-State Agencies Only ☒ Both

Search Agencies

- a. Enter the Creditor Agency Number of the agency to be updated.
- b. Click [Search Agencies](#).

User Manual

Kansas Treasury Offset Program (KTOP)

revised 12/2014

4. Moving the cursor over a record will highlight it in yellow. Click on the desired agency in the Creditor Agency Search Result List.
5. Click on [Request modification of the creditor agency record](#).

CREDITOR AGENCY # 12345678901 DETAILS

General Information		Downloadable Supporting Documents	
Type	File Description	Size	Date
Record Modification Information			
Original Entry:			
Last Updated:			
Status:		Active	
Current User Accesses			
Active Not Validated InActive			
[?] Kansas Treasury Offset Program (785) 296-4500 ktop@da.ks.gov			
Available Options			
Request modification of the creditor agency record			
Send an email to KTOP staff about this creditor			
Turn on outstanding debt viewing			
Request a new system user			
Request the inactivation of a current user			

General Information	
Agency Number:	12345678901
SMART Vendor Set ID:	SOKID
SMART Vendor ID:	17300
SMART Vendor Location:	001
SMART Address Seq Num:	1
State Agency Number:	
Name:	Kansas Treasury Offset Program
Sub-Department:	
Regular Fee:	0%
Researched Item Fee:	0%
Set Amount Fee:	\$0.00
Default Fee To Charge:	Use the percentage fee
Pass Fees to Debtors?	No
Allow Due Diligence Requests?	No
Transfer Frequency:	Semi-Monthly
Transfer Type:	Warrant
Report Writeoff Collections?	No
Agency URL:	

General Contact	
Contact Name:	Ktop
Address:	Po Box 2484 Topeka, KS 66601-2484
Phone Number:	(785) 296-4500
Fax:	
eMail:	ktop@da.ks.gov

Notification Contact	
Contact Name:	Ktop
Address:	Po Box 2484 Topeka, KS 66601-2484
Phone Number:	(785) 296-4500
Fax:	
eMail:	ktop@da.ks.gov

Transfer Contact	
Short Agency Name:	Ktop
Attention Name:	Ktop
Address:	Po Box 2484 Topeka, KS 66601-2484
eMail:	ktop@da.ks.gov
Type(s) of Debts Reported:	• 29 - Kansas Other

User Manual

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revised 12/2014

6. The Request Modify of Creditor Agency Details screen will appear:

REQUEST MODIFY OF CREDITOR AGENCY #12345678901 DETAILS

When you see an entry field marked with an * the corresponding field is mandatory entry.

* Creditor Name:	Kansas Treasury Offset Program		
Sub-Department:			
SMART Vendor Set ID:			
SMART Vendor ID:			
SMART Vendor Location:			
SMART Vendor Address Sequence:			
Agency Website URL:			
<i>General Contact Information</i>			
* Contact Name:	Ktop		
* Address:	Po Box 2484		
* City, State Zip:	Topeka	KS	66601-2484
* Phone Number:	(785) 296-4500		
Phone Extension:			
Fax:			
eMail:	ktop@da.ks.gov		
<i>Notification Contact Information</i>			
* Contact Name:	Ktop		
* Address:	Po Box 2484		
* City, State Zip:	Topeka	KS	66601-2484
* Phone Number:	(785) 296-4500		
Phone Extension:			
Fax:			
eMail:	ktop@da.ks.gov		
<i>Transfer Contact Information</i>			
* Attention Name:	Ktop		
* Address:	Po Box 2484		
* City, State Zip:	Topeka	KS	66601-2484
* eMail:	ktop@da.ks.gov		
Comments Regarding Changes:			

Request Modify

User Manual

Kansas Treasury Offset Program (KTOP)

revised 12/2014

- a. Change the information in any or all of the fields.
 - b. Click Request Modify.
7. A pop-up box will appear that says, "Creditor information modification successfully requested!" Click OK.